

# Business Credential Application

**Safety and Buildings  
Division 201 W.  
Washington Avenue  
P.O. Box 7082  
Madison WI 53707-7082**  
 Phone (608) 261-8500  
 TDD #: (608) 264-8777  
 7:45 a.m. - 4:30 p.m.

**THE CREDENTIAL WILL NOT BE  
PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**Instructions:** Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. **Be certain to sign and date the application**. The contact person for a business credential must be the owner of the business, a partner applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of a corporation. **The business FEIN number or the person's social security number used as business FEIN number is mandatory information. Make a photocopy of the completed application for your records.**

By signing below, the contact person swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Contact Person's Signature	Date (mo/day/yr)	Contact Person's Title																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Business Information</b></td> <td style="width: 70%;"></td> </tr> <tr> <td>Federal Employer Identification Number (FEIN):</td> <td></td> </tr> <tr> <td>Business Name:</td> <td></td> </tr> <tr> <td>No. &amp; Street, or P.O. Box:</td> <td></td> </tr> <tr> <td>City, Town or Village, State, Zip + 4 Code:</td> <td></td> </tr> <tr> <td>Country, If Other Than United States:</td> <td></td> </tr> <tr> <td>Business Telephone No. (include area code):</td> <td></td> </tr> <tr> <td>If Available, Business Fax No. (include area code):</td> <td></td> </tr> <tr> <td colspan="2" style="padding: 5px;">           We are going to put phone numbers in the lists of businesses on our website. If you do not want your phone number listed, please let us know.         </td> </tr> </table>	<b>Business Information</b>		Federal Employer Identification Number (FEIN):		Business Name:		No. & Street, or P.O. Box:		City, Town or Village, State, Zip + 4 Code:		Country, If Other Than United States:		Business Telephone No. (include area code):		If Available, Business Fax No. (include area code):		We are going to put phone numbers in the lists of businesses on our website. If you do not want your phone number listed, please let us know.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Contact Person Information</b></td> <td style="width: 70%;"></td> </tr> <tr> <td>Contact Person's Social Security No:</td> <td></td> </tr> <tr> <td>Contact Person's Name (First, Middle and Last):</td> <td></td> </tr> <tr> <td>Home Address No. &amp; Street, or P.O. Box:</td> <td></td> </tr> <tr> <td>City, Town or Village, State, Zip + 4 Code:</td> <td></td> </tr> <tr> <td>Country, If Other Than United States:</td> <td></td> </tr> <tr> <td>Home Telephone No. (include area code):</td> <td></td> </tr> <tr> <td>If Available, Home Fax No. (include area code):</td> <td></td> </tr> </table>	<b>Contact Person Information</b>		Contact Person's Social Security No:		Contact Person's Name (First, Middle and Last):		Home Address No. & Street, or P.O. Box:		City, Town or Village, State, Zip + 4 Code:		Country, If Other Than United States:		Home Telephone No. (include area code):		If Available, Home Fax No. (include area code):		
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## UDC INSPECTION AGENCY REGISTRATION

**Application and Credential Fee (nonrefundable): \$40.00**

**class code 7655**

Make checks payable to: Safety and Buildings Division. The fee consists of a \$10 application fee and a credential fee of \$30. The credential will be effective for 4 years from date of issuance. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

**New Comm 5 Changes affecting your license:** Rule revisions effective August 1, 2004, adjusted the length of terms for some Safety and Buildings Division credentials. Fees were not increased nor were continuing education requirements increased, but were adjusted accordingly to reflect the longer license cycle. The total renewal fee and the required continuing education hours changed as the credentials went from two- or three-year terms to four-year terms. For specific code language, see Comm 5.06 (online at <http://www.commerce.state.wi.us/SB/SB-DivCodesListing.html>).

**Reason for Credential:** No person, business or entity may engage in or offer to engage in the activities of facilitating plan review, issuance of Wisconsin uniform building permits, or inspection of one- and 2-family dwellings in a municipality where the department has jurisdiction pursuant to s. 101.651 (3)(b), Stats., unless the person, business or entity holds a registration issued by the department as a registered UDC inspection agency.

**Requirements of Credential:** Responsibilities: A person who is responsible for facilitating plan review, issuance of Wisconsin uniform building permits and the inspections for one- and 2-family dwellings as a registered UDC inspection agency shall be responsible for all of the following:

- (a) Utilizing persons appropriately certified under s. Comm 5.63 to review the plans, issue the permits and conduct the inspections.
- (b) Making the records relative to the plan review, issuance of permits and inspections available to the department, upon request.
- (c) Providing inspection services for all inspections required under s. Comm 20.10.
- (d) Cooperating with the department in any program monitoring, enforcement activities, and investigations.
- (e) Following all procedures established by the department for UDC enforcement by inspection agencies.
- (f) Reporting to the department in writing when the agency has been dismissed by the owner or builder.
- (g) Making any records associated with their permit, plan review and inspection activities available to the permit holder upon request.
- (h) Shall not have a conflict of interest in fulfilling the responsibilities or obligations of the credential.

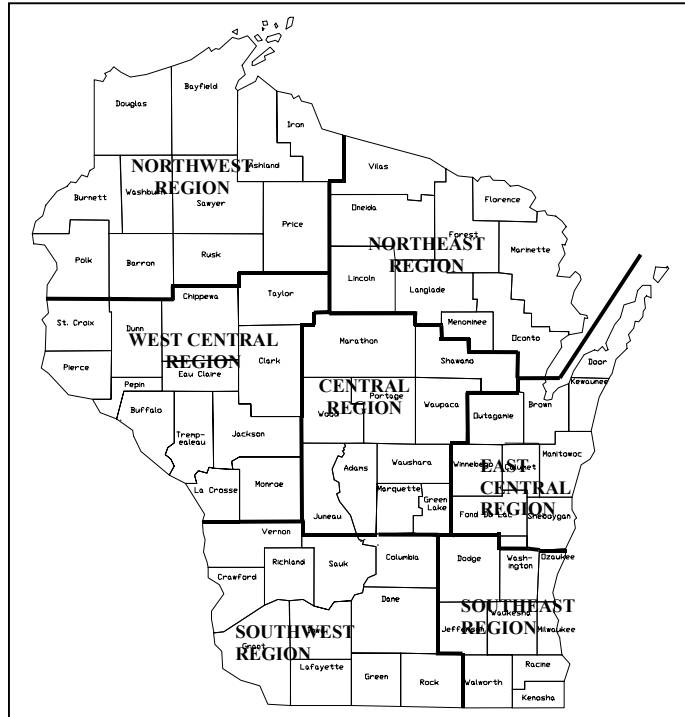
**Qualifications for Credential:** The person applying for a UDC inspection agency registration shall be the owner of the business, a partner in the business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the corporation.

**Areas of Service:** We plan to contract with registered UDC inspection agencies such as yours to provide enforcement on a low-bid basis starting September 1, 2004, for new dwellings (not alterations or additions). In the interim, owners and builders of homes in municipalities without local enforcement are required to obtain a UDC permit and enforcement services from an inspection agency of their choice for any new dwelling.

To more efficiently direct owners and builders to an appropriate inspection agency, we are requesting that you indicate those regions of the state according to the map on the following page in which your inspection agency would consider providing enforcement services **during this interim period**. You are not obligated to provide services throughout the regions that you select. Because of current database limitations, we will list your service areas in abbreviated format after your business name. Contact our Credentialing Unit at (608)261-8500 or [madisoncred@commerce.state.wi.us](mailto:madisoncred@commerce.state.wi.us) to update this information.

Indicate which areas of the state you are willing to offer UDC enforcement services during the interim before contracts are awarded for specific areas.

- ☐ All - All
- ☐ Northwest - NW
- ☐ Northeast - NE
- ☐ West Central - WC
- ☐ Central - C
- ☐ East Central - EC
- ☐ Southwest - SW
- ☐ Southeast - SE
- ☐ None at this time - None



What is your e-mail address: \_\_\_\_\_

We list phone numbers but not e-mail addresses in the lists of credentialed businesses on our website.

February 18, 2004

Dear Prospective UDC Inspection Agency:

As you may be aware, the Uniform Dwelling Code (UDC) law has been changed to remove the option for municipalities of less than 2500 population to decline enforcement of the UDC. Under the new law as of December 18, 2003, if a municipality and its county decline local enforcement, the Department of Commerce is responsible for UDC enforcement. We have mailed information on the law change to municipalities and counties.

We plan to contract with registered UDC inspection agencies to provide enforcement on a low-bid basis starting September 1, 2004 for new dwellings (not alterations or additions, manufactured (mobile) homes or commercial or agricultural buildings). In the interim, owners and builders of homes **in municipalities without local or county enforcement** are required to obtain a UDC permit and enforcement services from an inspection agency of their choice for any new dwelling.

### Interim

You are required to use the standard UDC permit application, assign a permit seal and follow the ch. Comm 20 administrative requirements for homes for which you issue permits. For tracking purposes, please include the 5-digit DOR municipality number of the dwelling location. (Municipality numbers and addresses are available from the municipal enforcement status list on our UDC webpage.) Note that you are obligated to complete all inspections for any dwellings for which you receive fees and issue permits during this interim. You may perform those inspections after September even if we have awarded a contract to another inspection agency for that dwelling location.

Per ss. Comm 5.002(10) and 5.10(1)(a)4. you and your inspectors are prohibited from inspecting construction work that creates a conflict of interest which means "...inspecting work in which the inspector or the inspector's employer, other than the state or a municipality, has participated or has a monetary or personal interest." Review s. Comm 5.635 for other responsibilities of your inspection agency credential, including the requirement to inform us when you have been dismissed by a permit applicant prior to finalizing a dwelling. Note that the plan review required prior to permit issuance and all inspections shall be performed by properly certified inspectors. You are also required to maintain plan review and inspection records for 3 years after the last inspection.

Per s. 145.95 of the state statutes, a building permit shall not be issued prior to obtaining a county sanitary permit if a private on-site waste treatment system (POWTS) is needed. If a municipal sewer system is not available for hookup, do not issue a UDC building permit until you are shown the sanitary permit. We also encourage you to remind UDC permit applicants of the potential need for municipal and/or county zoning approval. Also note that if the dwelling is in a floodplain, that subchapter X of the UDC has specific construction requirements. Consult with the county or municipality to determine if a project is in a floodplain. To foster intergovernmental cooperation, we request that you send a copy of all issued permits to the clerk of the municipality in which the home is located.

If you have outstanding correction orders after the 30 day or greater compliance period has expired, forward them to us on the UDC Inspection Report And Notice Of Noncompliance (SBD-6025) with an indication of whether you were able to verify that the items are not yet corrected. Also, for tracking purposes, include the project's seal number in the Permit # block and the DOR

municipality number of the dwelling location in the Enforcement Jurisdiction block, along with your agency number.

### **Bidding and Contracting**

After municipalities and counties have had time to consider whether to provide local enforcement, we will determine appropriate whole or partial county contracting areas. We will send all inspection agencies information on the areas and bidding specifications and procedures in April. **After that mailing**, you will need to submit bids approximately 2 weeks later.

Please watch our website for updates to this information. If you have questions on the enforcement status of a specific municipality, please check the Safety & Buildings website, [www.commerce.state.wi.us/SB](http://www.commerce.state.wi.us/SB). For questions on contractor certification, please check the website or call (608) 261-8500. If you have other general questions, please e-mail your questions to [udctech@commerce.state.wi.us](mailto:udctech@commerce.state.wi.us), fax (608) 283-7409 or contact Duane Hubeler at (608) 266-1390 or Leroy Stublaski at (608) 267-5113. For information on Wisconsin 2003 Act 90, the Home Safety Act, and how it affects section 101.651, Stats., see the Revisor of Statutes website [www.legis.state.wi.us/rsb](http://www.legis.state.wi.us/rsb)

We look forward to working with you to promote the safety of the built environment in Wisconsin.